



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 221747

Date: 06/22/2022

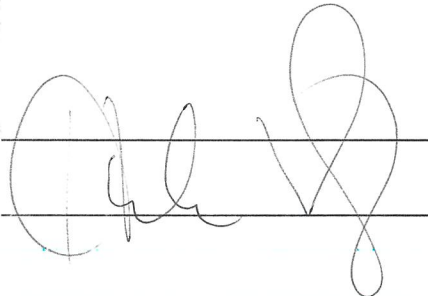
Request #: 292377

Vendor #: 05584

ISSUED TO: RUBEN'S SEPTIC SERVICE
PO BOX 3191
LAS VEGAS, NM 87701-

SHIP TO: CITY OF LAS VEGAS
Attn:COMMUNITY DEVELOPMENT
1700 N GRAND AVE
LAS VEGAS, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Portable Units/Wash Basins EMERGENCY 13-1-127	1,425.94		101-4700-780-7542	1,425.94
<div>DEPARTMENT ORDER</div> <div>Approved By: </div> <div>Date: 6/23/2022</div>						
SUBTOTAL:						1,425.94
TAX:						0.00
SHIPPING:						0.00
TOTAL						1,425.94

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

#Dept. Order

Entered 6/22/22

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 292377

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 6/22/22

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

☐ EXEMPT PURCHASE; Provide Section No. _____.

☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.

☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____

☒ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Port-a-Potties For Fathers Day Celebration

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
6/22/22	Ruben's Septic Service	425-5987		1425.94

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	1	ea	Portable Units / Wash Basin	1425.94	1425.94

VENDOR: Ruben's Septic Service

TOTAL: \$1425.94

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 16,674.00

EXPENDED TO DATE \$

CURRENT EXPENSE \$ 1425.94

BALANCE \$ 15,248.00

SIGNATURE OF PERSON REQUESTING

101-4700-780-7542

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: DChavez 6/23/2022

BUDGET AVAILABLE YES: _____ NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency:

Agency Chief Procurement Officer:

Telephone Number:

II. Name of Contractor: *Ruben's Septic Service*

Address of Contractor: *PO Box 3191
Las Vegas, NM 87701*

Amount of prospective contract: ~~Term~~ *\$1425.94*

Term
of prospective contract:

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

*10 Portable units (porta potties)
2 wash basins*

*delivery
service
pick up*

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The City has multiple events being planned at the same time. The employee in charge of ordering the porta potties made a mistake and overlooked ordering them for a large Father's Day Celebration.

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

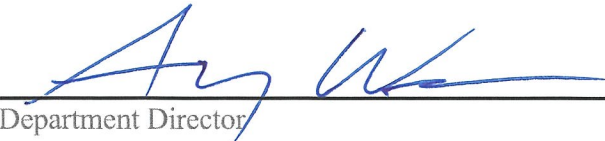
The department has a new director who will be developing Standard Operating Procedures.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The department is developing a checklist of all items needed for events to be reviewed and signed by the department director to assure no items are overlooked in the future.

Agency Approval:

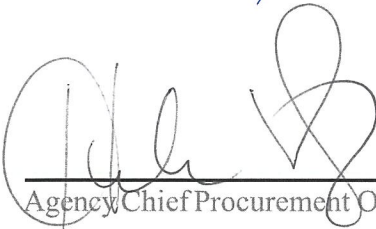
Date: _____



Department Director

6/22/22


Date: _____



Agency Chief Procurement Officer

6/22/2022

Date: _____



Finance Director

6/23/22

RUBEN'S SEPTIC SERVICE

P.O. BOX 3191, LAS VEGAS, NM 87701
(505) 425-5987 FAX 454-6973

*** INVOICE

TO: CITY OF LAS VEGAS
PUBLIC WORKS DEPARTMENT
1700 N GRAND AVE
LAS VEGAS, NM 87701

SERVICE PORTABLE TOILETS
LOCATION PLAZA PARK
LAS VEGAS

QUOTE

CHUCK
505-429-1068

INVOICE NO.	6/17/2022	DATE	DUE DATE	DATE OF SERVICE	7/17/2022
P.O. NUMBER		PREPAID/COLL.	TECHNICIAN	TAX EXEMPT	EXEMPTION NO.

TERMS: Due Upon Receipt Past due after 30 days

\$20.00 LATE FEE

QTY	DATE SERVICED	DESCRIPTION	PRICE	TOTAL
10		PORTABLE UNITS	\$125.00	\$1,250.00
2		WASHBASINS	\$125.00	\$250.00
			SUBTOTAL	\$1,500.00
			TAX RATE 8.40%	\$125.94
			SHIPPING AND HANDLING	
			DISCOUNT PER RUBEN JO	-200.00
			TOTAL AMOUNT DUE	\$1,425.94

PLEASE MAKE CHECKS PAYABLE TO:

RUBEN'S SEPTIC SERVICE
P.O. BOX 3191
LAS VEGAS, NM 87701